



202-624-5890

444 North Capitol Street, N.W., Washington, D.C. 20001



202-624-8699

MEMORANDUM

TO: State Tax Administrators

FROM: Harley Duncan (FTA) and Joe Huddleston (MTC)

SUBJECT: Audit and Computer Technology Workshop

DATE: April 4, 2007

SUMMARY

The Federation of Tax Administrators and the Multistate Tax Commission are hosting an Audit and Computer Technology Workshop September 23-26, 2007 at The Sheraton Downtown in Nashville. This workshop is intended to promote interaction among the states on computer audit technology issues that affect day-to-day audit operations.

A preliminary agenda is attached along with a request for topics. The survey of possible topics and speakers is also available at the FTA website, www.taxadmin.org and the MTC website, www.mtc.gov. **Registration information will be available soon at www.taxadmin.org and www.mtc.gov.** Hotel registration deadline is August 24, 2007. Meeting registration deadline is September 14, 2007.

Questions? Contact Harold Jennings at (256) 852-8216 or hjennings@mtc.gov, or John Feldmann at (573) 680-2880 or john.feldmann@taxadmin.org.

This is a government-only meeting.

The Federation of Tax Administrators (FTA) and the Multistate Tax Commission (MTC) continue to encourage communication among the states on various tax administration issues. One area of key importance relates to the common problems and solutions related to computer audit technology issues that affect government agencies in their day-to-day audit operations. For this reason, the FTA and MTC are jointly hosting an Audit and Computer Technology Workshop intended to promote understanding and sharing of ideas and solutions on computer audit technology and related issues.

The Audit and Computer Technology Workshop is scheduled for September 23-26, 2007 at The Sheraton Downtown in Nashville, TN. The Workshop will begin on Sunday, September 23 with registration and an opening reception, and will feature two and one-half days of presentations and moderated discussions related to computer audit technology issues affecting audit operations. This workshop is for government personnel only and will not be open to the public. However, we are considering allowing software presentations by private companies as long as representatives understand they will not be allowed to attend any other sessions or receive payment for their participation.

Registration for the Audit and Computer Technology Workshop will begin on Sunday afternoon, September 23, from 3 p.m. to 6 p.m. The program begins Monday at 8:30 a.m. and will conclude by Noon on Wednesday. There will be a reception with light snacks on Sunday evening from 5:30 p.m. to 7:00 p.m. and a continental breakfast will be available each morning. Lunch will be provided on Monday and Tuesday. Dress for the symposium will be “business casual”.

A preliminary agenda is attached to this memorandum. Program updates will be posted to the FTA web site (www.taxadmin.org) and the MTC website (www.mtc.gov) as they occur.

Registration information will be posted soon to the FTA and MTC websites.

For other meeting details, please contact John Feldmann at (573) 680-2880 or john.feldmann@taxadmin.org, or Harold Jennings at (256) 852-8216 or hjennings@mtc.gov.

The workshop registration fee is:

\$190 government (includes opening reception, continental breakfast each morning and lunch on Monday and Tuesday)

On-site NEW registrations must add a \$35 fee. Cancellations will be accepted without penalty if received by September 19; after that date (except for emergencies) there will be a \$35 processing fee. We do not require that the payment accompany the registration form itself; it may be sent under separate cover.

Hotel Information

The Workshop will be held at The Sheraton Downtown, 623 Union Street, Nashville, TN 37219. The room rate is \$99 single or \$109 double, plus taxes. **The hotel deadline for reservations is August 24, 2007.** For reservations call 1-800-447-9825 or 1-615-259-2000. Please make sure you tell the hotel that you are with the FTA/MTC Audit Workshop.

Attachments: as stated

FTA/MTC Audit and Computer Technology Workshop September 23 - 26, 2007

PRELIMINARY AGENDA

Following is a general outline of the workshop. Updates to this program will be posted to www.taxadmin.org and www.mtc.gov.

Sunday, September 23

3:00 p.m.–6:00 p.m. Registration

5:30 p.m.–7:00 p.m. Opening Reception with light hors d'oeuvres

Monday, September 24

7:30 a.m. Registration and Continental Breakfast

8:30 a.m. Welcome and Opening Comments

10:00 a.m. BREAK

Noon–1:00 p.m. Lunch (provided)

3:00 p.m. BREAK

Tuesday, September 25

7:30 a.m. Continental Breakfast

10:00 a.m. BREAK

Noon–1:00 p.m. Lunch (provided)

3:00 p.m. BREAK

Wednesday, September 26

7:30 a.m. Continental Breakfast

10:00 a.m. BREAK

12:00 Noon Adjourn



Recommended CPE: 20 Hours

The Multistate Tax Commission is registered with the National Association of State Boards of Accountancy, as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE

Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219- 2417. Web site: www.nasba.org
Audit and Computer Technology Workshop

To provide all prospective attendees with a better idea of the types of topics that we are considering for discussion at our 2 ½ -Day Workshop, we have drafted a list of potential topics that may be covered on this "Agenda Survey" worksheet. To determine your interest in which topics you would most like to see addressed, please rate each of them from one to five (5 indicating the most interest, and 1 being the least appealing).

We are also seeking states that would be willing to present these topics. One of the goals of this workshop has always been to share our knowledge with each other. Therefore if you feel your state could present one of these topics please give us your name, phone number and email or give us the names of anyone who works in government that might be able to.

If you would like to suggest additional topics and or are willing to share your knowledge on any other topic that is relevant, please indicate your recommendation at the bottom of the worksheet in the spaces provided. After you have finished this survey, please complete the "Possible Attendees" worksheet so we can estimate how many people may be attending from your state (this is only for approximation purposes, you will not be held to this number).

After completing the survey please return to:

Harold Jennings

or

John Feldmann

or

Multistate Tax Commission

Federation of Tax Administrators

Email: hjennings@mtc.gov

john.feldmann@taxadmin.org

Rosie McClurkan

TN Dept of Revenue

Rosie.McClurkan@state.tn.us

FTA/MTC Audit and Computer Technology Workshop
September 23 - 26, 2007
TOPIC SURVEY

Item #	Topic	Rating 1 – 5
1.	SAP The issues auditors have dealing with a taxpayer that has incorporated SAP into their system and possible solutions.	
2.	The handling of electronic records using Monarch Software.	
3.	New Statistical Sampling Software	
4.	Data screening with Excel, Access or any other software.	
5.	Usefulness of obtaining electronic records in other tax types such as Corporate, Motor Fuels Tax, Franchise, Employer Withholding, and Personal Property	
6.	The use of QuickBooks or other small business oriented software that auditors may encounter.	
7.	Remote access (wireless and broadband) VPN, etc	
8.	Discussion of recommendations on how to implement and/or maintain a computer-assisted audit or statistical sampling program (especially in a smaller state).	
9.	Converting proprietary software to a format to upload "as filed" data into an audit template	
10.	Stratification Techniques	
11.	Training and staff development including web-based or CD-based individual training	
12.	Internet research that provides useful information for the audit process.	
13.	Laptop security issues and encryption of data on hard drives.	
14.	Email security issues and encryption of data being exchanged with taxpayers.	
15.	Verifying electronic data received from taxpayers back to their books and records.	
16.	Formats and mediums acceptable for receiving taxpayer data. What causes problems and what works?	

Additional Topics

Presenter Information

Name: _____

State: _____

Telephone: _____

Email: _____

Name: _____

State: _____

Telephone: _____

Email: _____

Estimate of number of attendees: _____